

JOB OPPORTUNITY

STATE OF CALIFORNIA

CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



CLASSIFICATION: Executive Secretary I (P/FT)
Salary Range: \$2,585 - \$3,142

DATE: June 9, 2000

May be downgraded to Secretary for recruitment purposes

LOCATION: International Trade and Investment Division, Sacramento Headquarters

FILING DEADLINE: Until filled

JOB DUTIES: Under the direction of the Deputy Secretary for the International Trade and Investment Division (ITI) of the California Trade and Commerce Agency (TCA), the position performs difficult and responsible secretarial work with the substantial latitude for independent action. Typical duties include:

- Organizes the office workload by scheduling meetings, coordinating and arranging travel plans and preparing travel expense claims for in-state and out-of-country travel, preparing materials for meetings, maintaining tickler files to meet deadlines, and responding to general inquiries about ITI verbally and in writing. Provides authoritative information by using knowledge of the supervisor's responsibilities. Review prepared correspondence for the signature of the Governor, Agency Secretary, and ITI Deputy Secretary. Maintain ITI binders for Administrative Memos and the Policy and Procedures Manual.
- Assists the Deputy Secretary in organizing the workload by reviewing and prioritizing incoming mail and routing to staff as appropriate; screening phone calls and handling appointment calendars. Takes and transcribes dictation from speedwriting or type recording in a wide variety of high level meetings requiring accurate minutes. Provides secretarial support for the Deputy Secretary by preparing correspondence, checking for administrative policy, as well as grammatical construction and clerical errors, referring correspondence to other staff when appropriate, and maintaining confidential and administrative files.
- Serves as a liaison between Sacramento and the foreign offices to coordinate incoming information and projects.
- Reviews and audits attendance, travel expense claims, invoices, billings and supply orders.
- Provides administrative assistance and performs other related activities as requested by the Deputy Secretary and staff as needed. Prepare written responses to follow-up on meetings and correspondence.

SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

Contact: Lynn Matsumoto

Phone: (916) 324-6080

PLEASE SUBMIT YOUR APPLICATION TO:

California Trade and Commerce Agency
International Trade and Investment
801 K Street, 19th Floor
Sacramento, CA 95814
Attention: Lynn Matsumoto
RPA #00-114